

Information folder new paid employees

Manual for actions in the staff portal on your first working day



Universitair Medisch Centrum
Utrecht

Provided by the P&O Service Centrum

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Open on Monday, Tuesday and Thursday from 8 AM-5 PM

Wednesday and Friday between from 8 AM – 1 PM

(Closed in weekends and holidays)

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Activate your UMC account

Activate your UMC account and log in to the staff portal.

Below you will find instructions for activating your UMC account. You can only activate your UMC account on a computer on the premises of UMC Utrecht.

1. *Start the computer*

Start up a computer at the UMC Utrecht. Login with your username and password. You have received this information from your supervisor.

Note: You can not activate your account if someone else is already logged in on the computer. This person must first log out.

2. *Enter password*

If you have entered your username and password correctly, the system will ask you to create a new password. This new password must consist of at least 8 characters and contain at least one capital and a number/character. The system is now logging in.

You have access to the staff portal via your UMC account. Here you can arrange various personal matters yourself. You can, for example, change your address details, enter the hours worked and forward your salary slip to your private e-mail address. You always have to log in separately (again) for the staff portal. The staff portal has the same username and password as your UMC account.

Note: Unfortunately our intranet (Connect) is not available in English, but the staff portal is (read the chapter about Change language to English if you want to know how).

Note: Your personal details are on the staff portal. So make sure you log out when you have finished your tasks. You can do this by clicking on 'Logout' under your name at the top right.

3. *Start Connect*

Go to the UMC Utrecht intranet: Connect. You can reach Connect by starting up the Internet Explorer browser on a computer in UMC Utrecht (the staff portal does not function optimally in Mozilla/Chrome/Safari).

For all topics on Connect under 'Medewerker' you will find the direct link to the relevant topic in the Personeelportal. Also here is the tile 'Personeelsportaal' where you can log in directly to the staff portal.



Personeelsportaal

WAT KUN JE OP HET
PERSONEELSPORTAAL

VERBETERINGEN
FORMULIEREN

VRAAG EN ANTWOORD
ALGEMEEN

VRAAG EN ANTWOORD
MIJN TEAM

VRAAG EN ANTWOORD
RAPPORTAGES

VRAAG EN ANTWOORD
BUDGETHOUDERS

VERVANGER INSTELLEN



PERSONEELSPORTAAL

Direct zelf je personele zaken
regelen



INFORMATIE OVER

- Mijn gegevens
- Salaris
- Verlof en werktijden
- Vergoedingen
- Dienstverband

CONTACT

P&O Service Centrum

PERSONEELSPORTAAL

Elke medewerker van het UMC Utrecht kan in het personeelsportaal zelf veel zaken regelen.

MELDINGEN

Livegang Connect

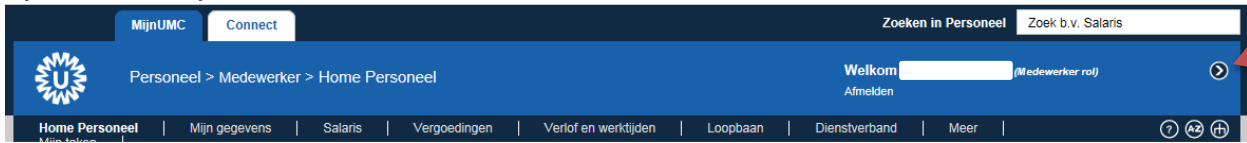
Connect en het personeelsportaal zijn beter op elkaar afgestemd. Toegang tot het personeelsportaal niet meer via één knop maar gericht bij elk onderwerp.

[Ga naar nieuwsoverzicht](#)

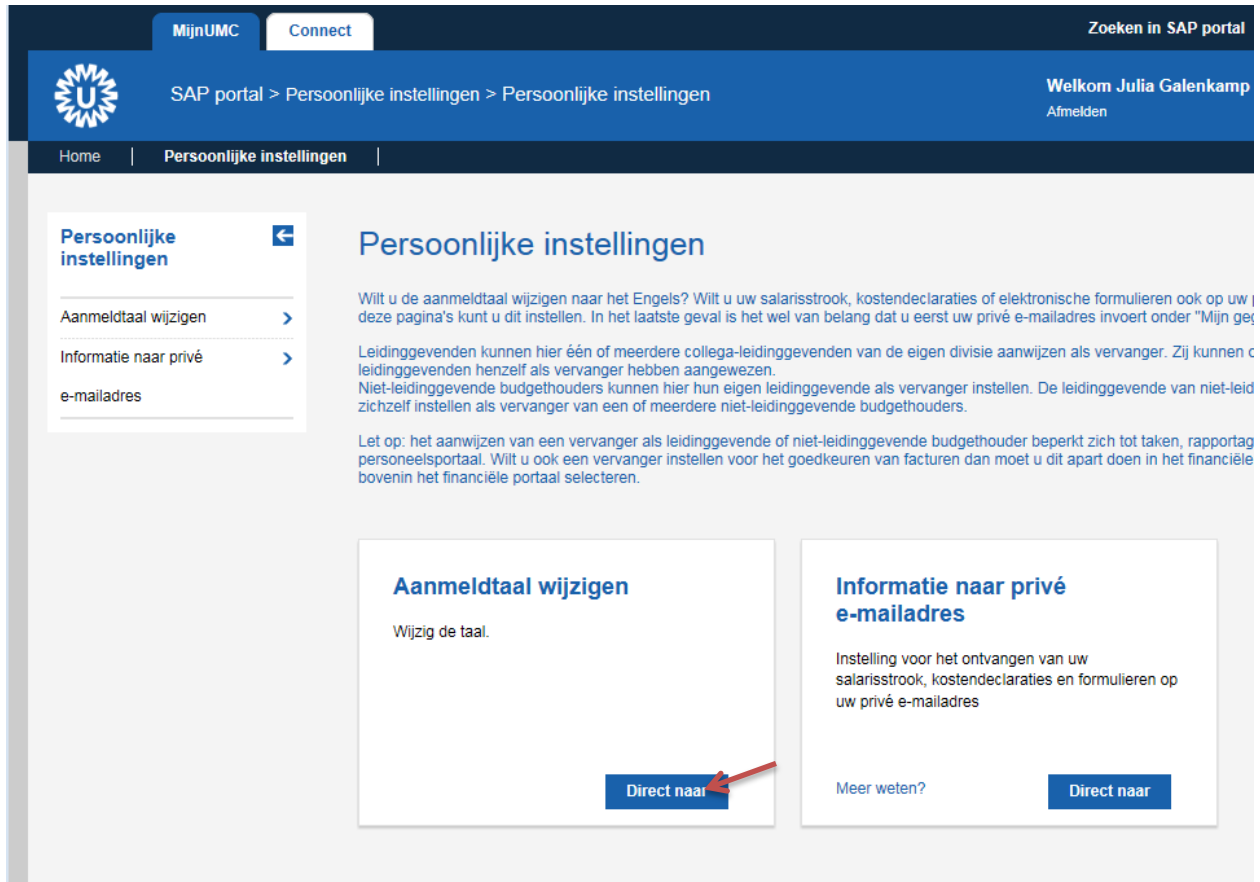
Tip 1: Enter your bank details and tax credits form as soon as possible! If the bank details and the wage tax statement are not entered, UMC Utrecht can not transfer a salary.

Change language to English

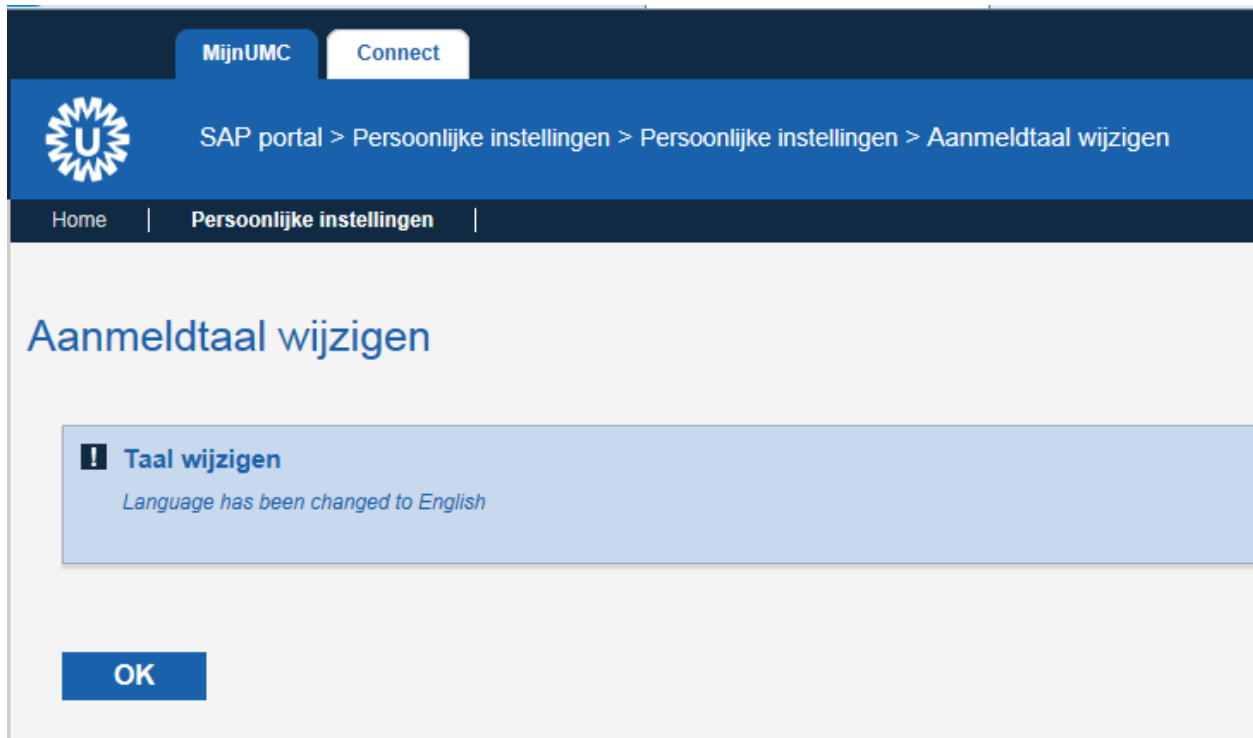
My UMC → Salary → Bank details



Click on Persoonlijke instellingen → Aanmeldtaal wijzigen → Direct naar.



Please complete your bank details as soon as possible. Your salary will be deposited to this bank account.



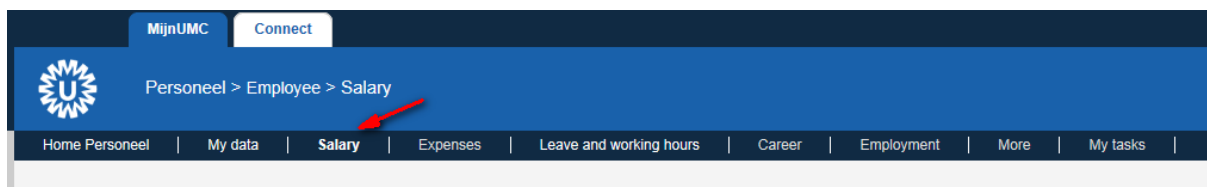
Please note: When you already have worked at the UMC in the past and you now come back as paid employee, you need complete your bank details again because it's possible that they have changed.

1. *Login 'MY UMC'*

You can log in on a UMC computer by using your login details (username and password) The login details are provided to you by your supervisor on your first day at work. You use the same login details for logging in 'MY UMC'. Login *My UMC* through Connect → Medewerker → personeelsportaal → personeelsportaal. Please login again.

2. *Enter data*

In My UMC you choose 'salary'



3. *Bank details*

Then choose 'Bank details'

Home Personnel | My data | **Salary** | Expenses | Leave and working hours | Career | Employment | More | My tasks

Salary More info?

Salary slip >
Annual statements >
Bank details >
Wage levies / Tax credits form >
CAO à la Carte Scheme >

U kunt hier uw salarisstroken en uw jaarpogaven (vanaf 2011) digitaal inzien, printen en/of opslaan. Als er iets verandert in de wet- en regelgeving dat gevolgen heeft voor het salaris dan staat deze informatie op [Connect](#) in de bijsluiter. Als er een bijsluiter is dan staat dat vermeld op uw salarisstrook. Onder [persoonlijke instellingen](#) (klik op het pijtje achter uw naam) kunt u aangeven dat u de salarisstroken ook maandelijks op uw privé e-mailadres wilt ontvangen. De eventuele bijsluiter zit daar niet bij.

U vindt hier tevens de formulieren voor deelname aan één van de regelingen in het kader van de CAO à la Carte (keuzemodel arbeidsvoorwaarden).

Let op:
Indien u sinds kort in loondienst getreden bent van het UMCO Utrecht, dient u hier uw bankrekeningnummer door te geven waarop u uw salaris wilt ontvangen. Daarnaast bent u verplicht een loonbelastingverklaring in te vullen. Indien uw persoonlijke omstandigheden wijzigen, kunt u ook een wijziging doorgeven van uw bankrekeningnummer en/of fiscale situatie.

Salary slip
Look at your salary slips.
More info? **Execute**

Annual statements
Look at your annual statements (as of 2011).
More info? **Execute**

Bank details
Change your bank details or add a second bank account number.
More info? **Execute**

Wage levies / Tax credits form
Complete data for determination of your wage levies.
More info? **Execute**

4. Enter data

Click on +Main bank (not on the pencil). Change your details and save. As we already noted you also need to do this when you come back as paid employee and your old details are still visible. Your details must be confirmed again. The starting date of is always the day off input, this can not (and doesn't have to) be changed.

Bank details

Personal Profile


▼ **Bank Information** **Main bank** **Other bank**

Main bank

Payee:
City:
IBAN:
Bank Country:

Bank details

Add Main bank

 Save and Back

 Save

 Cancel

Bank Data

Payee:	<input type="text"/>
City:	<input type="text"/>
Bank Country:	NL
IBAN:	<input type="text"/>

Validity

<input checked="" type="radio"/> Valid From	<input type="text" value="10.07.2018"/>	
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Complete your bank details

My UMC → Salary → Bank details

Please complete your bank details as soon as possible. Your salary will be deposited to this bank account.

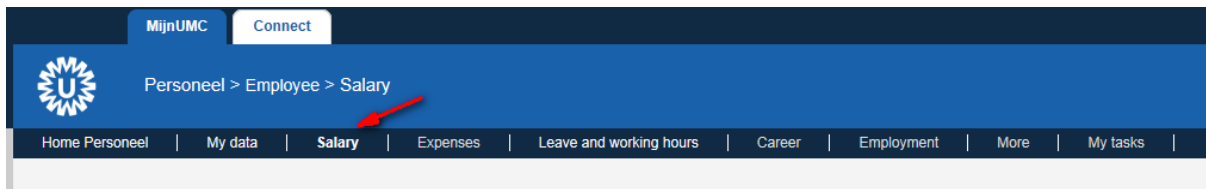
Please note: When you already have worked at the UMC in the past and you now come back as paid employee, you need to complete your bank details again because it's possible that they have changed.

5. Login 'MY UMC'

You can log in on a UMC computer by using your login details (username and password) The login details are provided to you by your supervisor on your first day at work. You use the same login details for logging in 'MY UMC'. Login *My UMC* through Connect → Medewerker → personeelsportaal → personeelsportaal. Please login again.

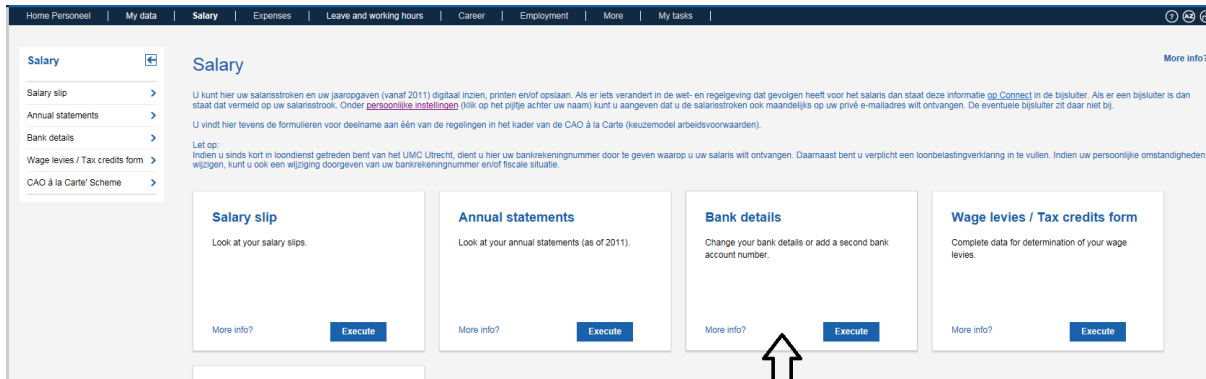
6. Enter data

In My UMC you choose 'salary'



7. Bank details

Then choose 'Bank details'



8. Enter data

Click on +Main bank (not on the pencil). Change your details and save. As we already noted you also need to do this when you come back as paid employee and your old details are still visible. Your details must be confirmed again. The starting date is always the day of input, this can not (and doesn't have to) be changed.

Bank details

Personal Profile

▼ Bank Information **Main bank** Other bank


Main bank

Payee:

City:

IBAN:

Bank Country:



Bank details

Add Main bank

Save and Back **Save** **Cancel**

Bank Data


Payee:

City:

Bank Country:

IBAN:

Validity

Valid From 

Wage levies/Tax credits form

My UMC → Salary → Wage levies/Tax credits form

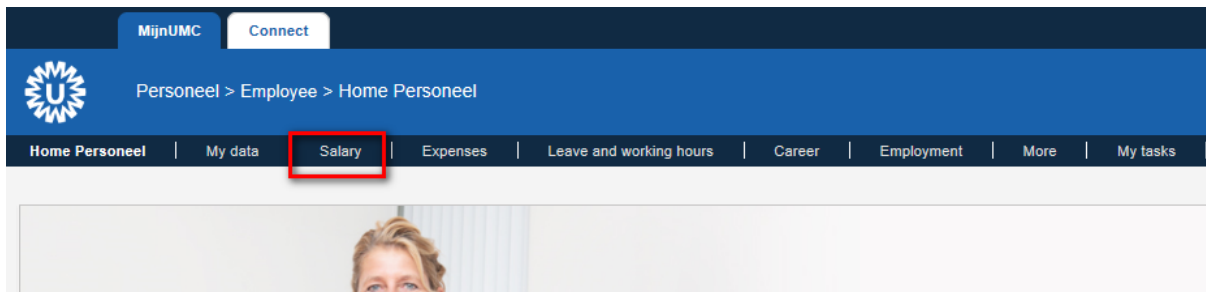
Register Your personal data to indicate whether you prefer the UMC Utrecht to apply the wage tax credit, or not.

1. Login 'MY UMC'

You can log in on a UMC computer by using your login details (username and password) The login details are provided to you by your supervisor on your first day at work. You use the same login details for logging in 'MY UMC'. Log in on *My UMC* through Connect → Medewerker → Personeelsportaal → Personeelsportaal. Please login again.

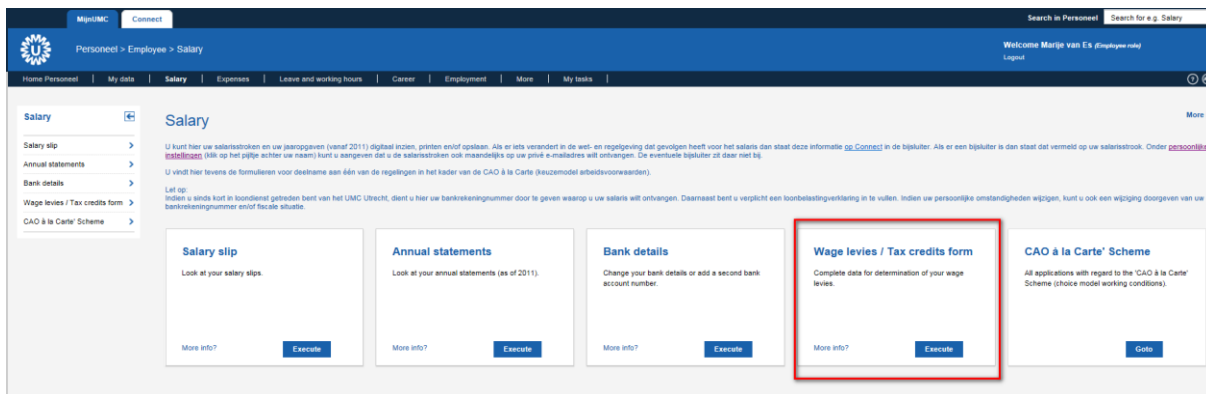
2. Salary

In My UMC you go to 'salary'.



3. Tax credits form

Underneath the button 'salary' you choose the tile 'wage levies/tax credits form'.



4. Fill in the form

As starting date you fill in your first day of work in the UMC (**written with dots between the numbers instead of dashes**).

Wage levies / Tax credits form

Attachments
 Attach relevant attachments
[Add Attachment](#)

Wage Tax Statement Form *completion mandatory

* Starting date: 01.01.2019 dd.mm.yyyy

Note!
If you already receive pensionable earnings / income from the Dutch national retirement scheme, please make sure that you have the tax credit applied only once.

You can now click enter and indicate if you want to apply the wage levies, 'yes' or 'no'.

Wage Tax Statement Form *completion mandatory

Request

* Social Security Number: 173224921

* Do you wish UMC to apply the tax credit? Yes No

Note! If you do not provide a wage tax statement
In case you do not provide your personal data, the UMC Utrecht will be the tax / social security contribution. This is the highest tax rate. In addition, the employee insurances premiums and the income-dependent health insurance contribution will be calculated on the basis of your entire salary. This also applies if you provide incorrect personal data or not provide a valid ID.

[Check](#)

[Previous Step](#) [Send](#)

Click **check** (in the lower left corner) and then **send**.

Read the next page for more important information...

Note: If the request is submitted correctly, in 5 minutes you will receive a WF-BATCH e-mail at your UMC e-mailadres wherein your request will be confirmed.

Note: *Do you get an error that the income code is missing?*

In this case, the financial employment data for your appointment have not yet been fully completed. Then you also haven't received your appointment letter at your home adress. For this reason your tax credits form can not be processed yet. Automatically you will receive an e-mail on your UMC e-mail address when the appointment data has been processed. From that moment you can complete the form to apply the wage levies.

The form can be completed and processed with a maximum of one month of retroactive effect.

Salary slip send to private e-mail address

My UMC → Personal Settings → Information to private e-mail address

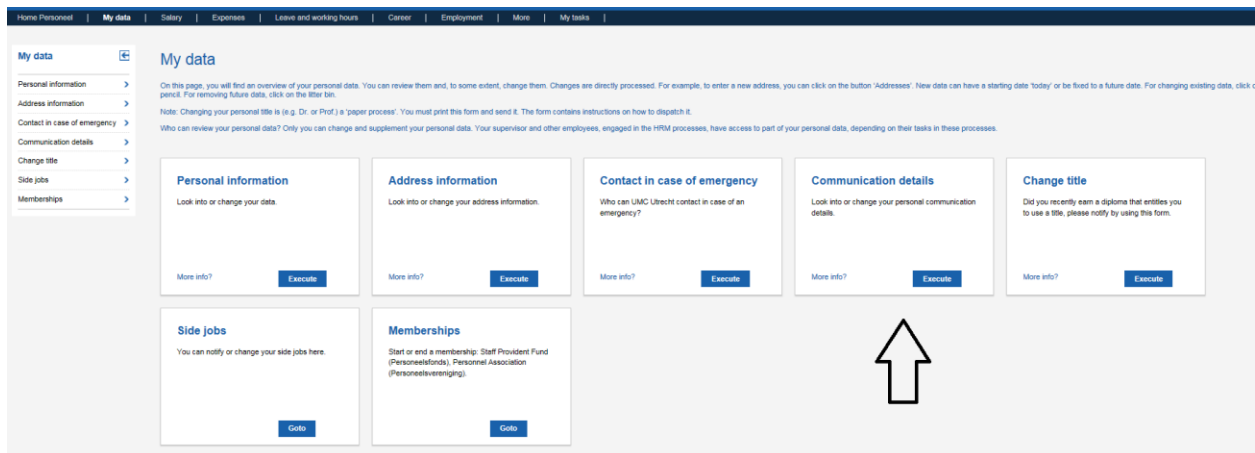
You can always consult your salary slips in 'My UMC', but you can also choose to receive your salary slips at your private e-mail address every month. We advise you to do so. Otherwise when your contract ends or when you resign you can't access 'My UMC' anymore and therefore you will not be able to consult the salary slips anymore.

1. Login 'My UMC'

You can log in on a UMC computer by using your login details (username and password) The login details are provided to you by your supervisor on your first day at work. You use the same login details for logging in 'MY UMC'. Log in on *My UMC* through Connect → Medewerker → Personeelsportaal → Personeelsportaal. Please login again.

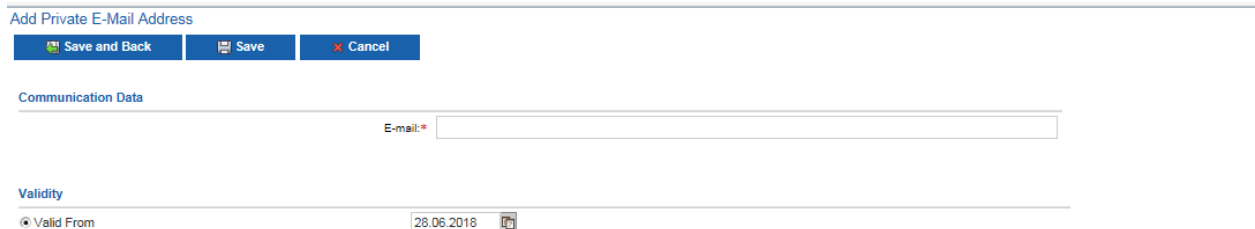
2. My data → Communication details

Click on My data and then choose Communication details. Under this button you can add and change your private e-mail address.



3. Add private email address

Click on the button 'Private E-mail Address', to add your private e-mail address. The valid date is always the date of the day of input. When you have added your e-mail address, click on Save and Back.



If you want to change your e-mail address click on the pencil next to your e-mail address.

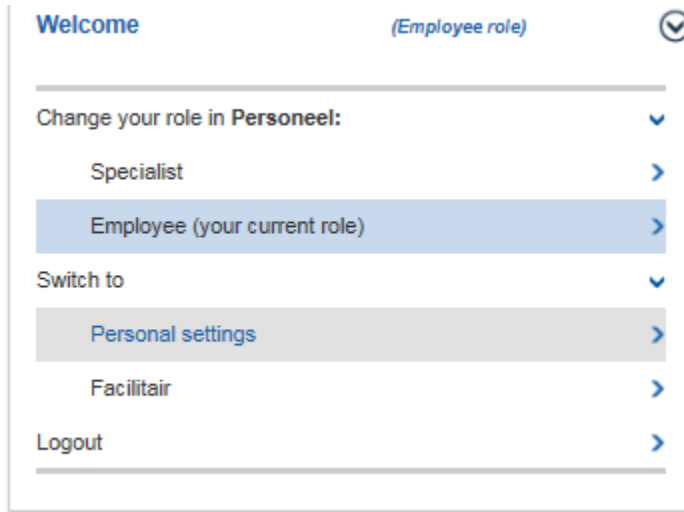
Private E-Mail Address

@LIVE.NL



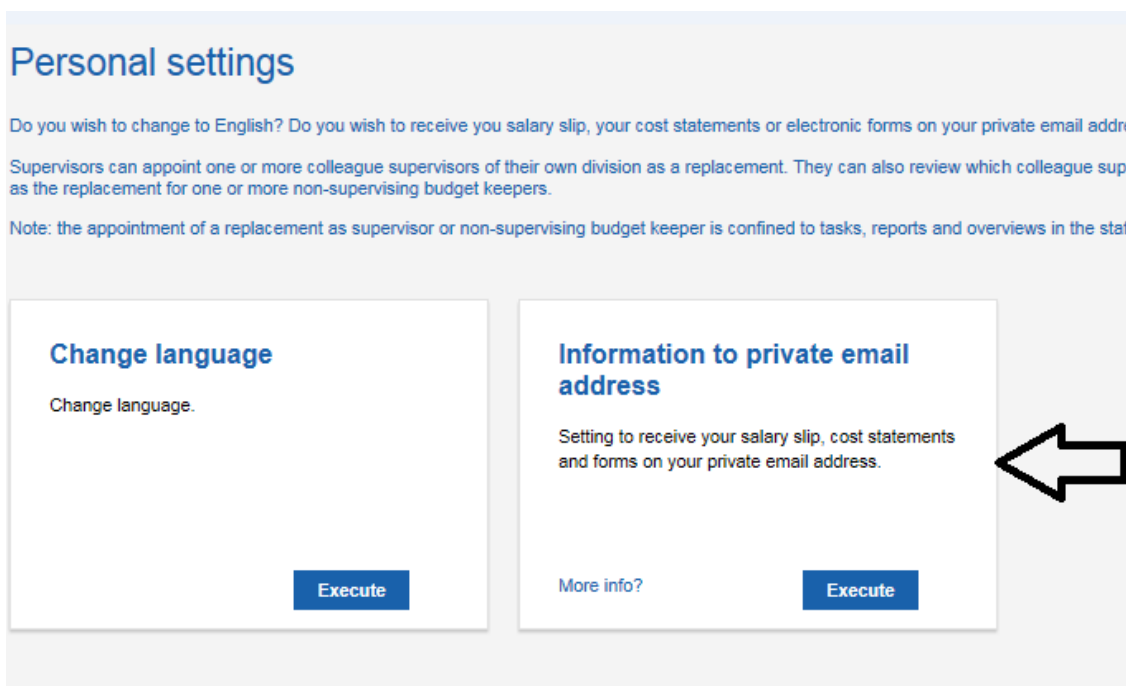
4. Personal Settings

Click on your name in the upper right corner of your computer screen. Then choose Personal settings.



5. Send Salary slip to private email address

Click on the button information to private e-mail address.



6. Check

In this screen you can check if the e-mail address is correct. You also need to confirm that you have checked your e-mail address and then Save. Your next salary slip will be sent to your private e-mail address. The annual statement will still be sent by mail to your home address and you can also see this in the staff portal.

Information to private email address

Personal email address:

@LIVE.NL

I would like monthly salary slips to be sent to my personal email address:

No Yes



From now on, I want submitted declarations also to be sent to my private email account:

No Yes

From now on, I want processed electronic forms also to be sent to my private email account:

No Yes

By checking the box you confirm that you have checked the correctness of the email address.



Save

Contact in case of emergency

My UMC → Data → Contact in case of emergency

You can always consult your salary slips in 'My UMC', but you can also choose to receive your salary slips at your private e-mail address every month. We advise you to do so. Otherwise when your contract ends or when you resign you can't access 'My UMC' anymore and therefore you will not be able to consult the salary slips anymore.

1. Login 'My UMC'

You can log in on a UMC computer by using your login details (username and password) The login details are provided to you by your supervisor on your first day at work. You use the same login details for logging in 'MY UMC'. Log in on *My UMC* through Connect → Medewerker → Personeelsportaal → Personeelsportaal. Please login again.

2. My data → Contact in case of emergency

Click on My data and then choose Communication details. Under this button you can add and change your private email address.

3. Add the contact in case of emergency




Click on 'Contact in case of emergency' to add the contact information.

The screenshot shows the 'My data' page with a navigation menu on the left. The main content area contains several cards for managing personal data. An arrow points to the 'Contact in case of emergency' card.

Card Title	Description	Action Buttons
Personal information	Look into or change your data.	More info? Execute
Address information	Look into or change your address information.	More info? Execute
Contact in case of emergency	Who can UMC Utrecht contact in case of an emergency?	More info? Execute
Communication details	Look into or change your personal communication details.	More info? Execute
Change title	Did you recently earn a diploma that entitles you to use a title, please notify by using this form.	More info? Execute
Side jobs	You can notify or change your side jobs here.	Goto
Memberships	Start or end a membership: Staff Provident Fund (Personeelsfonds), Personnel Association (Personeelsvereniging).	Goto

Select the blue 'Emergency contact' button here to enter new data.

Contact in case of emergency

 Save and back  Save  Cancel

New Emergency Contact

Country:*

Contactname:

Employee relation:


Telephone No.:*

Postal code / housenumber / addition:

Street:

City:

Validity

Startdate:* 

Enter the details of your contact person and then click on 'save'. The starting date is always the day you enter the data.

Claim of Expenses Certificate of Conduct (VOG)

My UMC → Expenses → Submit expense report

In this document you can find instructions how to use 'MY UMC' (Personeelsportaal) for submitting an expense report for your Certificate of Conduct (VOG). Before you can make an actual expense report, you first have to activate your UMC account. You can use the instruction 'Activate UMC account' for help.

Some employees of the UMC have more authorizations (roles) in 'My UMC'. An example is when you are not only an employee, but also a supervisor or a specialist. When you want to make an expense report for yourself, you have to mind to switch to the right role.; the employee role. You can switch between roles by clicking on your name. It's in the upper right corner on your computer screen.

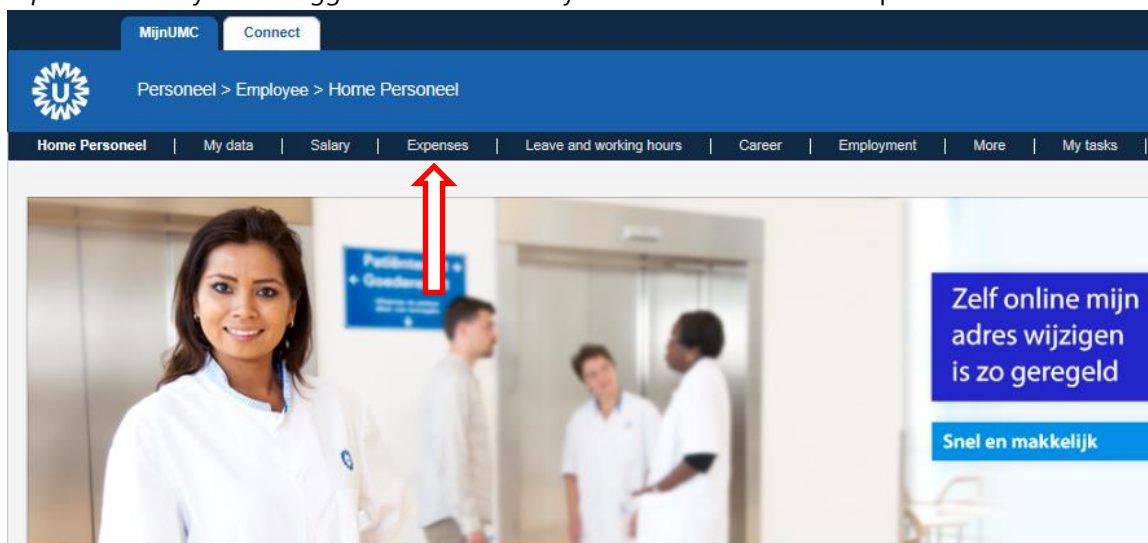
1. Digital receipt

After you applied for the Certificate of Conduct, you received a confirmation e-mail with a digital receipt attached. You have to save this digital receipt as a PDF file. Later on you will need this to submit your expense report.

2. Login 'MY UMC'

You can log in on a UMC computer by using your login details (username and password) The login details are provided to you by your supervisor on your first day at work. You use the same login details for logging in 'MY UMC'. Log in on 'My UMC' through Connect → Medewerker → Personeelsportaal → Personeelsportaal. Please login again.

3. Expenses When you are logged in to 'MY UMC' you can find the button 'Expenses'.



4. Submit expense report

Click on the 'Submit expense report' tile. This is an expense note at the expense of a cost center/WBS-element (or in other words: at the expense of the budget of a specific department).

The screenshot shows the 'Expenses' page in a web application. The header is blue with the UMC logo and the text 'Personeel > Employee > Expenses'. Below the header is a navigation bar with links: Home Personeel, My data, Salary, Expenses, Leave and working hours, Career, Employment, More, My tasks. The main content area has a sidebar on the left with the following items: Expenses, Submit expense report, (Extra) personal budget, Medical specialists budget, Other budgets, Apply for a study budget, Change expense report, Request removal expenses. The main content area has a title 'Expenses' and a paragraph: 'Op deze pagina kunt u declaraties indienen en specifieke studie-budgetten aanvragen. Wilt u meer weten over de regels omtrent declaraties? F'. Below this is a section 'Let op:' with three bullet points: 'Bij het digitaliseren van uw papieren boni dient u gebruik te maken van de UMC Utrecht Multifunctionals (XEROX-workcentres);', 'U dient uw papieren boni te bewaren totdat u de vergoeding heeft ontvangen, daarna hoeft u de boni niet meer te bewaren;', 'Het maximale aantal declaratieregels per digitale declaratie bedraagt zeven. Indien u meer declaraties/regels heeft, kunt u eenvoudig een nieuw declaratieformulier aanvragen.'. Below this is a red arrow pointing to the 'Submit expense report' tile. The 'Submit expense report' tile has the title 'Submit expense report' and the text 'Submission of an expense report at the expense of a cost center or project (WBS element)'. It has a 'More info?' link and an 'Execute' button. The '(Extra) personal budget' tile has the title '(Extra) personal budget' and the text 'Expense reports and exchange options at the expense of your (extra) personal budget'. It has a 'Goto' button. The 'Medical specialists budget' tile has the title 'Medical specialists budget' and the text 'Submission of your medical specialists budget'. It has a 'More info?' link.

5. Create an expense report

When you open the expense report click on 'Save concept'. The next steps will show you how to complete the form.

Submit expense report

Pay attention!

Controleer goed of de getoonde kostenplaats/WBS de juiste is voor u en of u daar daadwerkelijk de kosten op mag declareren.

Create Expense Report

Employee L.M. Meeuwsen MSc (00040498) Budget type General

Previous Step

Next Step

Save Concept

This screen determines the domestic mileage.

Expenses period

Start Date:*

28.06.2018

End Date:

28.06.2018

Additional Information

Cost center/WBS:

100,00 % Cost Center T830 (T830), Company Code 1000 (UMCU)

Change Cost center/WBS

Mileage

Total Distance:

0 km

Mileage Expenses

6. Change Cost center/WBS (only needed when the costs have to be reimbursed from another budget than your own department)

If the cost center matches the department you work for, you can continue the form by clicking on 'Next step'. Does the cost center not match the department you work for, then you have to change it through following the next steps:

Click on 'Change Cost center/WBS'.

Submit expense report

Pay attention!

Controleer goed of de getoonde kostenplaats/WBS de juiste is voor u en of u daar daadwerkelijk de kosten op mag declareren.

Create Expense Report

Employee L.M. Meeuwsen MSc (00040498) Budget type General

Previous Step

Next Step

Save Concept

This screen determines the domestic mileage.

Expenses period

Start Date:*

28.06.2018

End Date:

28.06.2018

Additional Information

Cost center/WBS:

100,00 % Cost Center T830 (T830), Company Code 1000 (UMCU)

Change Cost center/WBS

Mileage

Total Distance:

0 km

Mileage Expenses

You're now in the step where you can change the cost center:

Submit expense report

Pay attention!
Controleer goed of de getoonde kostenplaats/WBS de juiste is voor u en of u daar daadwerkelijk de kosten op mag declareren.

Create Expense Report

Employee L.M. Meeuwsen MSc (00040498) Budget type General

Previous Step **Next Step** | Save Concept

After the proposed cost center / WBS changed press "next step" to proceed with your claim.

Cost center/WBS

Company Code	Accounting Object
UMCU	Cost Center
Cost Center: T830	
<input type="checkbox"/>	
Delete	

First you have to make a choice between cost center (department budget) or a WBS-element (project budget). Your supervisor knows from which budget you can reimburse your Certificate of Conduct, and your supervisor will also know what the cost center/WBS code is. Click on 'Next step'. You are now back in the first step. To continue you have to click on 'Next step' again. The next step in the form will open.

7. Modify your declaration

Click on 'Add'.

Submit expense report

Pay attention!
Controleer goed of de getoonde kostenplaats/WBS de juiste is voor u en of u daar daadwerkelijk de kosten op mag declareren.

Change Expense Report (173196)

Employee L.M. Meeuwsen MSc (00040498) Budget type General

Previous Step **Next Step** | Save Concept

First, click Add, then click the triangle in such costs and make your choice.

Receipts list

Add Delete

No.	Status	Type of expense

In the declaration line you have to choose a 'Type of expense'. You can choose the category 'Certificate of Conduct (VOG)'. Don't forget to fill in the amount of the declaration. The date of the receipt will automatically be the current date. You do not need to change this date.

Change Expense Report (173196)
 Employee L.M. Meeuwse MSc (00040498) Budget type General

Previous Step Next Step Save Concept

First, click Add, then click the triangle in such costs and make your choice.

Receipts list

Add Delete

No.	Status	Type of expense	Amount	Date of receipt/issue
001		(Accommodation) expenses BIG-regulation Certificate of conduct (VOG) Expenseable (no receipt) Other expenses Study expenses		0.00;28.06

8. Add receipt

Fill in the 'Description' and '(Business) motivation'. You can simply use the text: 'Certificate of conduct (VOG)'.

Now you can click on 'Add receipt'.

First, click Add, then click the triangle in such costs and make your choice.

Receipts list

Add Delete

No.	Status	Type of expense	Amount	Date of receipt/issue
001		Certificate of conduct (VOG)		33,85;28.06.2018

This screen gives you a detailed description of your receipt / expenditures and mandatory business motivation.

Description:*

Please note that in case of a payment a business motivation is always required.
 Enter why you made the expense and the business relevance of your expense.
 (Business) motivation:*

Receipts with declaration line
 There are (yet) no receipts with this declaration line

Add receipt

Save Save and New Entry Delete

Click on 'browse' to add your digital receipt of the Certificate of Conduct. Click on 'Add receipt to the declaration line' and click on 'Save'. Check if every comment box is filled with the correct information. If everything is completed correctly you can go to your last step. Click on 'Next step'.

Receipts list

Add **Delete**

No.	Status	Type of expense
001		Certificate of conduct (VOG)

This screen gives you a detailed description of your receipt / expenditures and mandatory business

Description:*

Please note that in case of a payment a business motivation is always required.
Enter why you made the expense and the business relevance of your expense.
(Business) motivation:*

Receipts with declaration line
There are (yet) no receipts with this declaration line

Select the receipt on your computer: **Bladeren...** **Add receipt to the declaration line** **Cancel**

Save **Save and New Entry** **Delete**

When you get a pop up that you have to declare any statement, you click on 'No declaration applicable'.
For the expense report of a Certificate of Conduct you don't need to declare or state anything.

Submit expense report

Pay attention!
Controleer goed de getoonde kostenplaats/WBS de juiste is voor u en of u daar daadwerkelijk de kosten op mag declareren.

Change Expense Report (173196)
Employee L.M. Meeuwse MSC (00040498) Budget type General

Previous Step **Save and Send for Approval**

In this screen you can check your invoice and send.

Final Action

- Save Draft I only want to save my expense report and send it later
- Save and Send for Approval I want to save my expense report and send it now for further processing
- I confirm that all expenses were incurred by and on behalf of the company

Summary

Total Expense receipts	33,85 EUR
Subtotal Expenses	33,85 EUR
Total Expenses	33,85 EUR
Amount Paid	33,85 EUR

Cost center/WBS
33,85 EUR Company Code 1000 (UMGU), Cost Center T830 (T830)

Display Expense Form **Display Declarations**

Verklaringen

- Waiver Statement that the declared utensils or equipment will be owned by the UMG Utrecht.
- Means of communication Declaration of business use of communications (telephone, etc.).
- Medical equipment Declaration of business use and possible reimbursement medical equipment.
- Laptop Declaration of business use of the laptop.

Save declaration **No declaration applicable**

You can view the (full) text of the declaration by clicking 'Display Expense Form'

9. Send the declaration

Click on 'Save and send for approval'. You finished the last step and you've send your expense report to the holder of the department budget. When you've done all the steps correctly and the declaration is received in the right order, you get a confirmation e-mail on your UMC e-mailadress. When the holder of the department budget approved your expense report, our Salary Administration will check the report for the last time. You can check the status of your expense report at the 'Personeelsportaal' ('My Tasks' → 'My applications overview' → 'Digital forms').

Change Expense Report (173196)

Employee L.M. Meeuwssen MSc (00040498) Budget type General

[Previous Step](#) [Save and Send for Approval](#)

In this screen you can check your invoice and send.

Final Action

Save Draft I only want to save my expense report and send it later

Save and Send for Approval I want to save my expense report and send it now for further processing
I confirm that all expenses were incurred by and on behalf of the company

Summary

Total Expense receipts	33,85 EUR
Subtotal Expenses	33,85 EUR
Total Expenses	33,85 EUR
Amount Paid	33,85 EUR

Cost center/WBS
33,85 EUR Company Code 1000 (UMCU), Cost Center T830 (T830)

[Display Expense Form](#) [Display Declarations](#)

Work pattern for paid employees

My UMC → Leave and working hours → Working hours → Change work pattern

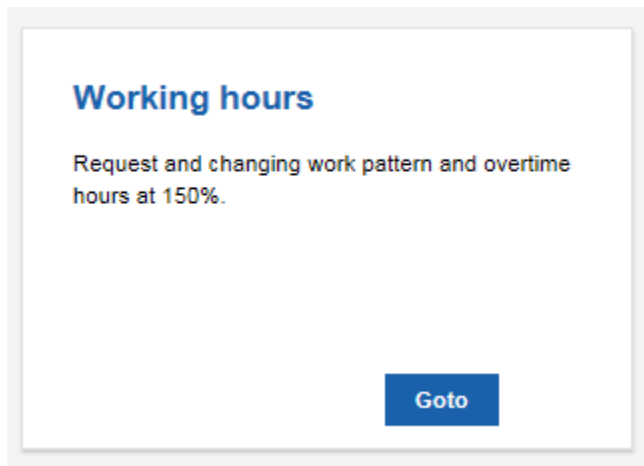
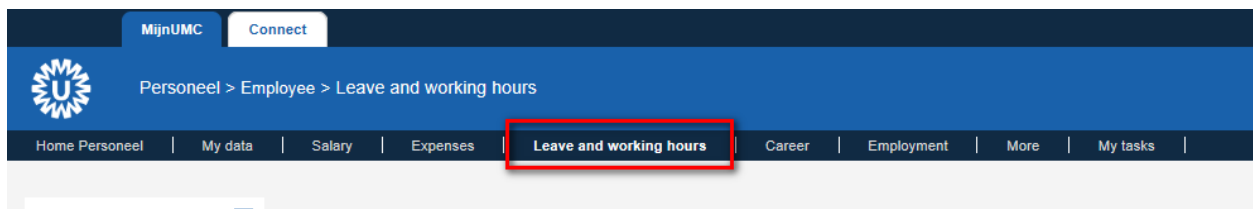
When you start working here you have to fill in your work pattern. You fill in the days that you work and how many hours and which days you're not at work during the week.

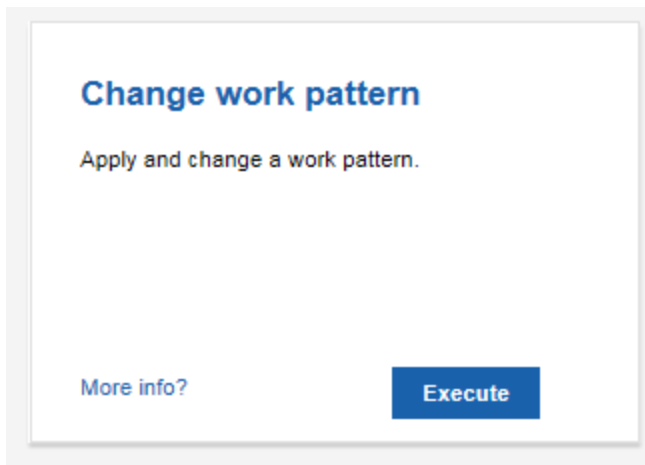
This way you know how many hours you should work and what the overview is for your leave of absence. You don't have to fill this in when somebody schedules your work days in 'Monaco' (system for irregular working hours).

1. Login 'My UMC'

You can log in on a UMC computer by using your login details (username and password) The login details are provided to you by your supervisor on your first day at work. You use the same login details for logging in 'MY UMC'. Login *My UMC* through Connect → Medewerker → Personeelsportaal → Personeelsportaal. Please login again.

Then Choose Leave and working hours → Working hours → Change work pattern





2. The form

If you use the correct browser (Internet Explorer) the form opens on the page. The start date is the first day of your employment according to appointment. Make sure you write the date as 01.02.1995; double numbers & dots in between. Press 'enter' and the form will unfold.

3. Your work pattern

The form tells your working hours a week. In the schedule you can fill in the days you are present and for how many hours and which days you are not (during the week, not the weekend). The days you're not working need to be filled with 0,0. You can also have a variable work pattern. In that case you have to choose for a 2, 3, or 4 weekly schedule.

When the schedule is complete, press 'calculate hours'.

4. Send the form

When your work pattern schedule is finished you find the blue button 'control' at the bottom of the page. When the form is filled in correctly, a button 'send' will appear.

When the form is sent, your supervisor receives a message to approve your work pattern. After this approval, the system recognizes your work pattern and then you can apply for days off.

Effective from

* required fields

Pay attention!
Your new work pattern starts **Wednesday 1 August 2018** and starts with the number of hours that you enter **Wednesday** in the 1st week. If a default starting date is shown, you miss an approved work pattern as from this date. Please request a work pattern as from this date.

* What is the date of commencement?	<input type="text" value="01.08.2018"/> <small>dd.mm.yyyy</small>
* Is this a temporary work pattern?	<input type="radio"/> Ja <input checked="" type="radio"/> Nee

Assigned hours per week	24.00 hour																
The average number of hours per week for the work pattern	24.00 hour																
Current work pattern	<table><thead><tr><th>week</th><th>mo</th><th>tu</th><th>we</th><th>th</th><th>fr</th><th>sa</th><th>su</th></tr></thead><tbody><tr><td>1</td><td>8.00</td><td>8.00</td><td>0.00</td><td>0.00</td><td>8.00</td><td>0.00</td><td>0.00</td></tr></tbody></table>	week	mo	tu	we	th	fr	sa	su	1	8.00	8.00	0.00	0.00	8.00	0.00	0.00
week	mo	tu	we	th	fr	sa	su										
1	8.00	8.00	0.00	0.00	8.00	0.00	0.00										
* What is the cycle of the work pattern?	<input type="text" value="1-wekelijks"/>																
Work pattern	<table><thead><tr><th>week</th><th>mo</th><th>tu</th><th>we</th><th>th</th><th>fr</th><th>sa</th><th>su</th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>0.00</td></tr></tbody></table>	week	mo	tu	we	th	fr	sa	su	1						0.00	0.00
week	mo	tu	we	th	fr	sa	su										
1						0.00	0.00										
New average number of hours per week for the work pattern	hour <input type="text"/> <input type="button" value="Calculate hours"/>																

Note: Does the 'Send' button not appear? Then the program displays an error message at the top of the screen. Sometimes you will have to scroll up in the screen for this.

Introduction checklist

As a new employee you need to be well informed about the safety at UMC Utrecht. That is the purpose of the checklist, which you will complete during the first four weeks of your employment (possibly with help of your supervisor).

- **Do you have a paid contract (maandloner):**

Log on in My UMC. Go to Personeel → Employee → Career → Introduction checklist for divisions/directorates. Here you will find the checklist. You collect the information of the form in the first four weeks. When all information is known for you, you send the completed checklist to your supervisor and if he/she wants to approve it. Your supervisor will find your checklist in the same way in the staff portal. He/she opens the form and chooses for final storage. Your checklist appears now automatically in your personnel file.

- **Are you a guest employee:**

As a guest employee you do not have (full) access in the staff portal. Review the checklist together with your supervisor within the first 4 weeks of your employment. He/she starts up the staff portal for this and looks at the heading 'Career'. Click on the 'Checklist for divisions/managements' tile. Go through the components together, check the parts and save. Your checklist now appears automatically in your personnel file.